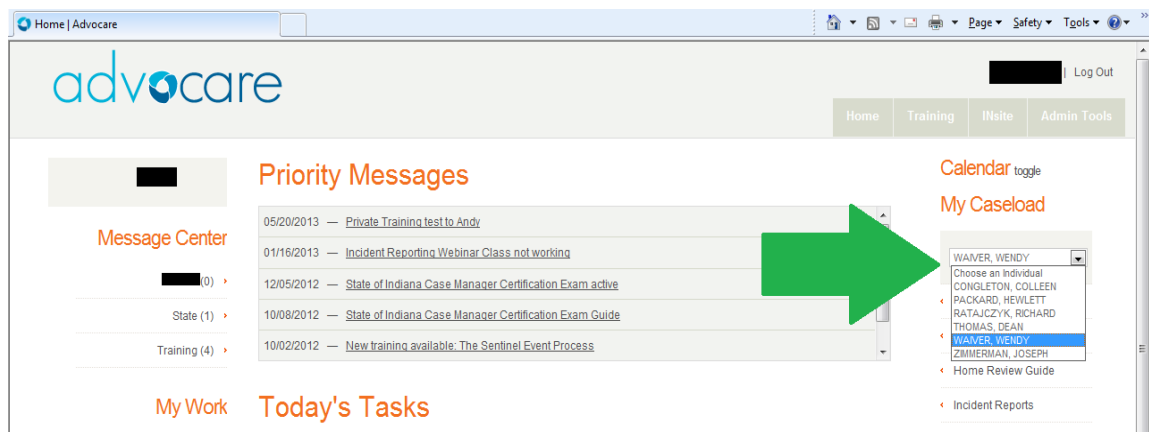


## Living Arrangement Verification via Case Manager in Advocare System

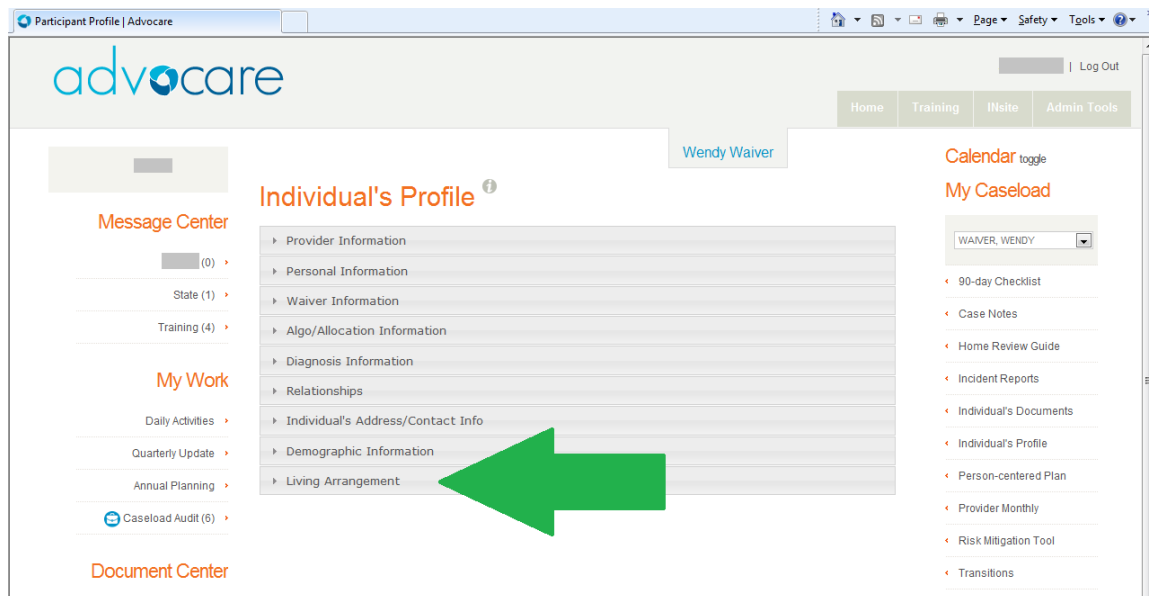
In order to have the most accurate information in the system BDDS requires that Case Managers review and update the Living Arrangement of all individuals on the Community Integration and Habilitation Waiver in the Advocare system.

Instructions and procedural guidance for verifying and correcting an individual's Living Arrangement in the Advocare system are as follows.

- 1) After logging into Advocare, select the desired individual from the Caseload dropdown box:



- 2) Click on the “Living Arrangement” Tab



- 3) If the Living Arrangement, Household Size, Number of Housemates and Names of Housemates are correct, no further action is needed.

- 4) If any of the items in step 3 require correction, click on the orange “Edit” button.

## Individual's Profile <sup>i</sup>

▶ Provider Information
▶ Personal Information
▶ Waiver Information
▶ Algo/Allocation Information
▶ Diagnosis Information
▶ Relationships
▶ Individual's Address/Contact Info
▶ Demographic Information
▼ <b>Living Arrangement</b>

### Current Living Arrangement

(b) Living in Foster Home (SFC / AFC service) - **Effective: 03/17/2015**

*Last Saved: March 25, 2015 3:50 PM*


Household Size: 3

Number Housemates: 5

**Names of Housemates on Waiver:**  
aa2

**Names of Housemates NOT on Waiver:**  
bb3

**Edit**



- 5) The Living Arrangement tab will then be visible in an editable format:

▼ <b>Living Arrangement</b>	
Living Arrangement:	(b) Living in Foster Home (SFC / AFC service) ▼ *
Effective Date:	03/17/2015 📅 *
Household Size	3 *
No. Housemates	5 *
Names of Housemates on Waiver:	aa2 ▲ ▼
Names of Housemates NOT on Waiver:	bb3 ▲ ▼
<div><b>Reset</b> <b>Save</b> <a href="#">Cancel Edits</a></div>	

- 6) Enter the correct Living Arrangement via the dropdown menu. **Definitions are included at the end of this document.** Living Arrangements should be entered to indicate the number of individuals in the home that are sharing RHS staff with the client.

**Living Arrangement**

Living Arrangement: (b) Living in Foster Home (SFC / AFC service) \*

Effective Date:

Household Size

No. Housemates

Names of Housemates on  
aa2

Names of Housemates Not on  
bb3

Reset Save Cancel Edits

Select  
(a) Living in Family Home (No shared RHS staff)  
(b) Living in Foster Home (SFC / AFC service)  
(c) Living with Non-RHS sharing Roommate[s] (Not family)  
(c.1) Living with minors only  
(c.2) Living with caregiver (special consideration/BRQ needed)  
(d) Living Alone (Own Home or Apartment)  
(e) Living Alone (Not Own Home or Apartment)  
(f) Living with One Housemates (sharing RHS staff)  
(g) Living with Two Housemates (sharing RHS staff)  
(h) Living with Three Housemates (sharing RHS staff)  
(i) Living in Institutional Setting (Initials only)  
(j) Not Known at this Time (Initials only)  
(k) Living with Four Housemates (sharing RHS staff)  
(l) Living with Five Housemates (sharing RHS staff)  
(m) Living with Six Housemates (sharing RHS staff)  
(n) Living with Seven Housemates (sharing RHS staff)

- 7) **The Effective Date MUST be entered.** Per BDDS policy, Living Arrangement changes can be made up to 10 days in arrears and up to 30 days in the future. All other days will not be available for selection.

**Living Arrangement**

Living Arrangement: (f) Living with One Housemates (sharing RHS staff) \*

Effective Date: 03/17/2015 \*

Household Size

No. Housemates

Names of Housemates on  
aa2

Names of Housemates Not on  
bb3

Reset Save Cancel Edits

Mar 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Date range available: 10 days prior to today.

**Living Arrangement**

Living Arrangement: (f) Living with One Housemates (sharing RHS staff) \*

Effective Date: 03/15/2015 \*

Household Size: Apr 2015

No. Housemmates: 

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Names of Housemates on Waiver: aa2

Names of Housemates NOT on Waiver: bb3

Reset Save Cancel Edits

**Date range available: 30 days in the future. All others invalid.**

- 8) Manually enter the Household Size. This designates the “**capacity**” of the home or how many waiver individuals could live in the home.

**Living Arrangement**

Living Arrangement: (f) Living with One Housemates (sharing RHS staff) \*

Effective Date: 04/09/2015 \*

Household Size: 3 \*

No. Housemmates: 5 \*

Names of Housemates on Waiver: aa2

Names of Housemates NOT on Waiver: bb3

Reset Save Cancel Edits

- 9) Manually enter the Number of Housemates. This indicates the total number of individuals living in the home. This number should include all individuals regardless of shared staffing levels.

**Living Arrangement**

Living Arrangement: (f) Living with One Housemates (sharing RHS staff) \*

Effective Date: 04/09/2015 \*

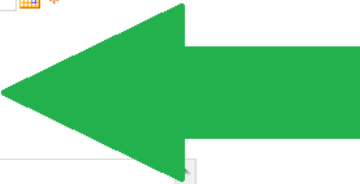
Household Size: 3 \*

No. Housemmates: 1 \*

Names of Housemates on Waiver:  
aa2

Names of Housemates NOT on Waiver:  
bb3

[Reset](#) [Save](#) [Cancel Edits](#)



The “Names of Housemates on Waiver” and “Names of Housemates NOT on Waiver” are not required data entry points at this time. Completion of these boxes is optional.

- 10) If at any time, prior to saving, you need to cancel the edit, click the “Cancel Edits” link. Clicking this means that you are removing any edits you made and you will be returned to the screen of information you were on previously. Cancel means you are leaving the edit screen and not making any changes.

**Living Arrangement**

Living Arrangement: (f) Living with One Housemates (sharing RHS staff) \*

Effective Date: 04/09/2015 \*


Household Size: 3 \*

No. Housemmates: 1 \*

Names of Housemates on Waiver:  
SmitJan

Names of Housemates NOT on Waiver:  
DennJas  
AlexSam

[Reset](#) [Save](#) [Cancel Edits](#)



This will return the Living Arrangement tab to its non-editable format with no changes to the Living Arrangement of record.

- 11) If at any time, prior to saving, you need to clear the data that has been entered, click the gray “Reset” button to restore the individual’s currently stored Living Arrangement values but stay on the edit screen. Reset means you are clearing the screen but you will remain in the edit function to continue.

**Living Arrangement**

Living Arrangement: (f) Living with One Housemates (sharing RHS staff) \*

Effective Date: 04/09/2015 \*

Household Size: \*

No. Housemmates: \*

Names of Housemates on Waiver: SmitJan

Names of Housemates NOT on Waiver: DennJas, AlexSam

Reset Save Cancel Edits

12) After verifying the changes you have entered are correct, click the orange “Save” button.

**Living Arrangement**

Living Arrangement: (f) Living with One Housemates (sharing RHS staff) \*

Effective Date: 04/09/2015 \*

Household Size: 3 \*

No. Housemmates: 1

Names of Housemates on Waiver: SmitJan

Names of Housemates NOT on Waiver: DennJas, AlexSam

Reset Save Cancel Edits



13) After saving, the Living Arrangement tab will return to its non-editable format. The changes should be saved with an updated timestamp.

▼ Living Arrangement

Current Living Arrangement

(f) Living with One Housemates (sharing RHS staff) - Effective: 04/09/2015

Last Saved: March 26, 2015 2:05 PM

Household Size:

3

Number Housemates:

1

Names of Housemates on Waiver:

SmitJan

Names of Housemates NOT on Waiver:

DennJas

AlexSam

Edit

**14) NOTE: If multiple Living Arrangement changes need to be made for the same individual during the same work day, enter them in the order in which they occurred. Changes made out of order will be overwritten by the MOST RECENT ENTRY when the information is exported to INsite.**

15) If you experience difficulty entering these changes at any time, you may submit an Advocare Assist ticket by clicking on the “Contact” link on the left sidebar.

Message Center

(0) >

State (1) >

Training (4) >

My Work

Daily Activities >

Quarterly Update >

Annual Planning >

Caseload Audit (6) >

Document Center

>

State >


My Support

Training >

Knowledge Center >

Advocare Assist (5) >

Contact >

Individual's Profile 

Provider Information

Personal Information

Waiver Information

Algo/Allocation Information

Diagnosis Information

Relationships

Individual's Address/Contact Info

Demographic Information

Living Arrangement

Current Living Arrangement

(f) Living with One Housemates (sharing RHS staff) - **Effective: 04/09/2015**

Last Saved: March 26, 2015 2:05 PM


Household Size: 3

Number Housemates: 1

Names of Housemates on Waiver:  
SmitJan

Names of Housemates NOT on Waiver:  
DennJas  
AlexSam

Edit



16) Complete the Contact form and click the orange Send button. The appropriate person will follow up with you if required.



## Contact

Please Complete Form

Your Name:

\*

Your Email:

\*

Subject:

General Comment

Comment:

In order to support Advocare's culture of HIPAA compliance, please ensure that Social Security numbers and other personal protected information is not forwarded throughout email. Supplying the individual's HIPAA name is sufficient for our purposes.

Reply Requested:

☐

Yes, I'd like someone to contact me.

\*

Required Fields

Send

### **LIVING ARRANGEMENTS AND DEFINITIONS**

Listed below are all of the available Living Arrangement options available in the Advocare system

Living Arrangement Option in Advocare	Definition
Living in Family Home (No shared RHS staff)	<i>Individuals living in a family home, not sharing staff and not available for housemates.</i>
Living in Foster Home (AFC service)	<i>Individuals living in an approved Structured Family Caregiving (SFC) setting</i>
Living with Non-RHS sharing Roommate[s] (Not family)	<i>Individuals living with housemates with whom they do NOT share staff and with who they are not related.</i>
Living with minors only	<i>Individuals not sharing staffing and living with minors. They ARE NOT available for housemates.</i>
Living with caregiver (special consideration/BRQ needed)	<i>Individuals currently living only with a caregiver. BDDS approval required via a BRQ result.</i>

Living Alone (Own Home or Apartment)	<i>Individuals currently living alone in their own home or one that is leased privately on their behalf. They ARE NOT available for housemates.</i>
Living Alone (Not Own Home or Apartment)	<i>Individuals currently living alone who ARE available for housemates. Commonly for those who are seeking housemates due to moves, etc.</i>
Living with One Housemates (sharing RHS staff)	<i>Individuals sharing RHS staffing with one housemate.</i>
Living with Two Housemates (sharing RHS staff)	<i>Individuals sharing RHS staffing with two housemates.</i>
Living with Three Housemates (sharing RHS staff)	<i>Individuals sharing RHS staffing with three housemates.</i>
Living in Institutional Setting (Initials only)	<i>Individuals are currently living in an institutional setting. Generally used for new waiver intakes that have not yet had a new waiver living arrangement confirmed.</i>
Not Known at this Time (Initials only)	<i>Living situation has not yet been determined for new individual coming onto the waiver.</i>
Living with Four Housemates (sharing RHS staff)**	<i>Individuals sharing RHS staffing with four housemates.</i>
Living with Five Housemates (sharing RHS staff)**	<i>Individuals sharing RHS staffing with five housemates.</i>
Living with Six Housemates (sharing RHS staff)**	<i>Individuals sharing RHS staffing with six housemates.</i>
Living with Seven Housemates (sharing RHS staff)**	<i>Individuals sharing RHS staffing with seven housemates.</i>

\*\*According to **IC 12-11-1.1-1** (e) (2) these are not approved Living Arrangements under the CIH Waiver:

*“(2) Supported living service arrangements to meet the unique needs of individuals in integrated settings. Supported living service arrangements providing residential services may not serve more than four (4) unrelated individuals in any one (1) setting. “*

The exception to the above is outlined in **IC 12-11-1.1-1** (e) (2):

*“However, a program that:*

*(A) is in existence on January 1, 2013, as a supervised group living program described in subdivision (1); and*

*(B) has more than four (4) individuals residing as part of the program;”*